

## DEPARTMENT OF NATURAL RESOURCES

**ADMINISTRATIVE POLICY NO:** 11  
**EFFECTIVE DATE:** September 8, 2003  
**SUBJECT:** Emergency Preparedness  
**AUTHORIZATION:** BJ 2008 - 32

### **I. POLICY:**

It is the policy of the Department to provide continuous delivery of critical services during a disaster or crisis; to provide trained, qualified, employees to staff the Department's station at the Governor's Office of Homeland Security and Emergency Preparedness ("GOHSEP"); and to provide support for the Department of Children and Family Services or other Departments, as assigned, during a declared emergency.

### **II: PURPOSE:**

To establish a process for addressing disasters or crisis, staffing the Department's station under the State's Emergency Operations Plan ("EOP") and, for providing support to the Department of Children and Family Services or other departments, as assigned, during a declared emergency.

### **III: APPLICABILITY:**

This policy applies to all Offices within the Department of Natural Resources in the event of a declared emergency.

### **IV: PROCEDURES:**

The Secretary of the Department of Natural Resources will delineate, in coordination with the Governor and the Office of Homeland Security and Emergency Preparedness, the Department's role under the EOP, designate the Department's Emergency Coordinator, and will have overall authority for establishing the procedures to implement the Department's functions under the EOP.

#### **A. EMERGENCY COORDINATORS**

The Commissioner of Conservation is designated as the Primary Emergency Coordinator for implementation of the Department's EOP Procedures. The Commissioner will designate an Assistant Emergency Coordinator (Brent Campbell) for Energy and Utilities Annex (ESF 12) and Emergency Management (ESF 5) from his staff who is qualified and trained to be responsible for onsite implementation at LOHS&EP Emergency Operations Headquarters, to schedule staff if the EOP is activated, and be responsible for the primary ESF 12 and the support function ESF 5.

The Policy Director, (Angelin Morgan) will be designated an Assistant Emergency Coordinator for Support Services responsible for coordinating all other support functions (3, 6, 7, 10, 14, 15); and an Information Technology Technical Support Consultant (Damien Smart) will be designated an Assistant Emergency Coordinator for Disaster Recovery and Business Continuity responsible for assisting with the coordination of all aspects of the Departments' recovery from disaster.

The Department is one of three primary agencies responsible for the Emergency Support Function 12:

1. The Department of Natural Resources is responsible for the coordination of the supply of intrastate natural gas and the gathering and reporting of information about oil and gas production in State waters in the Gulf of Mexico, and gathering and reporting information about disruptions to the public fuel supply and restoration efforts.

The Public Service Commission is responsible for the regulation and restoration of private natural gas and electrical utilities.

The Department of Health and Hospitals is responsible for the coordination of the supply, regulation and restoration of portable water and domestic sewage for the prevention of disease in the State of Louisiana.

2. In order to prepare for this responsibility the DNR Emergency Coordinator will develop and maintain information about and liaison with offshore petroleum and natural gas producers and intrastate natural gas producers and distributors.

The Department of Natural Resources' actions for this ESF are:

PREPAREDNESS:

1. The DNR Coordinator will develop and maintain information about and liaison with offshore petroleum and natural gas producers and intrastate natural gas pipeline operators.
  - a. The coordinator will maintain access to the oil and gas applications of the Strategic Online Natural Resources Information System 2000 (SONRIS2000)
    - i. Give location of oil and gas activity including owner and operator contacts; GIS system
    - ii. Conduct an annual check on the system housed at GOHSEP (include in preparedness) and also as needed
    - iii. Conduct annual training for people using the system on or before June 1 and also as needed.
  - b. Maintain a database of contacts which is updated annually
  - c. Maintain liaison with the Fuel Team Coordinator to provide updates on the public fuel supply. The Fuel Team Coordinator duties are as follows:
    - i. Implement protocol as identified in the Fuel Team Playbook (see Appendix 3)
    - ii. Assist GOHSEP to identify critical infrastructure needs with respect to the public fuel supply

- iii. Maintain a statewide fuel facility database which is updated semi-annually.
- iv. Maintain information needed by the Fuel Demand Model used to predict fuel demand during public evacuations.
- d. Maintain staff experienced in oil and gas emergency preparedness matters and through coordination with the Bureau of Ocean Energy Management Regulation and Enforcement (BOEMRE), Bureau of Safety and Environmental Enforcement (BSEE), Louisiana Mid-Continental Oil & Gas and other producers, gain an understanding on information and needs of the industry prior to the declaration of an emergency, and adjust plans accordingly.
- e. Participate and plan in training exercises with GOHSEP as needed.

#### RESPONSE:

1. As DNR becomes aware of an emergency that could cause an interruption of petroleum or natural gas production in offshore areas, such as an approaching tropical system, the ESF 12 Coordinator will gather and report information on the extent of production reduction and notify the Fuel Team Coordinator.
2. The Fuel Team coordinator will activate the Fuel Team members as directed in the Fuel Team Playbook.
3. The DNR ESF 12 Coordinator will compile and report information on the location and capacities of natural gas transmission and distribution pipeline systems.
4. The DNR ESF 12 Coordinator will convey the state's assessed needs and requirements for natural gas services to intrastate natural gas transporters in order to provide service when and where it is needed for as long as emergency conditions exist. Priorities for the allocation of natural gas in the restoration of emergency utilities will be assigned by the Commissioner of Conservation and will be coordinated with public and private natural gas distribution companies. Restoration of services to priority customers, such as public safety, hospitals, nursing homes and single family residences will be given first priority.

#### RECOVERY:

The ESF 12 Coordinators from DNR, LAPSC, and DHH/OPH will continue to monitor the progress of rebuilding and restoring utility capacity and service in their respective areas of jurisdiction and responsibility and report on such progress.

1. DNR will track all natural gas reduction and production by putting out a daily report through SONRIS system, emails, and phone calls as needed

The Department will provide a liaison for seven Emergency Support Functions.

Listed below are those functions and the Department's responsibility for each:

1. ESF 3 (Public Works & Engineering) (DOTD); (Support)

- a) Debris Disposal
  - b) Coastal Restoration
  - c) Watershed Protection
- 2. ESF 5 & 12 (Emergency Management (Support); (Energy and Utilities Annex); (Primary)
  - a) EOC Operations
  - b) Analysis
  - c) Damage Assessment
  - d) Damage Reporting
  - e) Economic Analysis
- 3. ESF 6 (Mass Care, Housing & Human Services); (DCFS); (Support)
  - a) Shelter
  - b) Mass Feeding
  - c) Housing
  - d) Individual Assistance
  - e) Community Action
- 4. ESF 7 (Resource Support) (GOHSEP) (Support)
  - a) Resource Listing
  - b) Mutual Aid Agreements
  - c) Manpower
- 5. ESF 10 (Oil Spill, Hazardous Materials, & Radiological); (GOHSEP); (Support)
  - a) Coordination
  - b) Analysis Support
  - c) Remediation
- 6. ESF 14 (Community Recovery, Mitigation and Economic Stabilization); (GOHSEP); (Support)
  - a) Analysis
  - b) Coastal & Watershed Restoration
- 7. ESF 15 (Emergency Public Information); (GOHSEP); (Support)
  - a) Spokesperson
  - b) Coordination

## **B. STAFFING/ACTION PLAN**

### **1. Primary ESF 5 & 12 (Resource & Energy):**

In the event of activation of the Department under the EOP, the Department will staff its station at the GOHSEP Headquarters with core team or support team members to support as follows.

- \* The Office of Mineral Resources and the Office of Coastal Management will each maintain in readiness five (5) employees trained and qualified as support team members. The Office of Conservation will maintain in readiness five (5) employees qualified and trained as core team members. The Offices of the Secretary and Management and Finance will provide support functions as specified in these procedures. Every year, prior to June 1st, each Assistant Secretary will update their list of team members and provide it to the Commissioner of Conservation.
- \* The core team members will be on-call and available to support and maintain the Department's station at GOHSEP 24 hours before the emergency is expected to have impact on Louisiana and 24 hours after the emergency has ended. Actual staffing times may vary.
- \* The support team members will be on-call and available to support and maintain the Department's station at the GOHSEP Headquarters, at the request of GOHSEP, for the period of up to 24 hours prior to the anticipated occurrence and 24 hours after the emergency has ended. Actual staffing times may vary.
- \* When the Department is placed on notice that it may be activated, the Emergency Coordinator will immediately notify the Secretary, Deputy Secretary, Undersecretary, each Assistant Secretary, Public Information Officer and each person designated to supply support under this Section, and the core and support teams. The Assistant Emergency Coordinator will prepare and keep current a staffing schedule in accordance with this policy. If necessary, the Assistant Secretaries or Commissioner will take action to assign staff including night or weekend shifts, as follows:

Level IV Activation:	Events that are in progress or which have occurred which indicate degradation to the level of welfare and safety of the populace in potential risk area(s) and has the potential of escalating.
Department's Response:	The appropriate Appointing Authorities will review and assess the Department's readiness to respond. IT staff will be assigned on-call for SONRIS maintenance.
Level III Activation:	Events that are in progress or that have occurred which involve actual or imminent degradation and impact the level or welfare and safety of the populace in a threatened area(s) and has the potential of escalating.
Department's Response:	The appropriate Appointing Authorities will verify support team members on-call status and assure adequate transportation is made available for each core and support team member on call. IT personnel will visit the GOHSEP command center and verify online access to SONRIS
Level II Activation:	Any occasion or instance for which, in the determination of the Governor, state assistance is needed to supplement local efforts and capabilities to save lives and to protect property and public

health and safety, or to lessen or avert the threat of a catastrophe in any part of the state.

Department's Response: Assign team members in accordance with this policy as requested by GOHSEP.

Level I Activation: Events that are in progress and continue previously declared action levels, and initiate actions that begin to lead the return of stricken areas(s) back to a state of normalcy and pre-disaster conditions.

Department's Response: Assure a continuously available staff ready to respond to GOHSEP request for assistance.

**C. Support ESF:**

All requests for manpower or other resources of the Department must be through the emergency support function. The DNR ESF Liaison will be responsible for evaluating and responding to the request for resources. In the event other employees are contacted, that employee should direct the requesting person to the appropriate ESF liaison.

**\* ESF 3 (Public Works & Engineering)**

DNR Liaisons:

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**\* ESF 6. (Mass Care, Housing & Human Services)**

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**Activation:**

Request for supplemental staffing by the Department of Children and Family Services (DCFS)

**Department's Response:**

Upon request by the Department of Children and Family Services' Secretary (DCFS); DNR will provide supplemental staffing at DCFS facilities located in geographical proximity of a DNR office. When this occurs, the DCFS Regional Leaders will contact the DNR Policy Director with notification of the physical locations of the needed assistance. The DNR Policy Director will be responsible for maintaining a pool of available employees for each facility.

\* **ESF 7: (Resource Support)**

**DNR Liaison:**

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**GOHSEP Liaison:**

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**\* ESF 10: (Oil Spill, Hazardous Materials, Radiological)**

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**ESF 14: (Community Recovery, Mitigation & Economic Stabilization)**

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**\* ESF 15: (Emergency Public Information)**

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**GOHSEP Liaison**

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No employee will be authorized to be present at the State Command Center unless approved by an Emergency Coordinator or ESF liaison.

Funds permitting, as determined by the Secretary or Undersecretary; employees who staff the Department's station at the GOHSEP Headquarters and provide support to the Department of Children and Family Services and other agencies may be paid at a rate of time and half.

If overtime is paid the DNR Undersecretary will request reimbursement for this overtime from the appropriate federal or state source.

The Information Technology Division of the Office and Management and Finance will establish, in cooperation with the Secretary, Undersecretary and Emergency Coordinator, a training program for the Department's team members and support staff for the team, and will offer this training course when needed, but at least once a year. Participation in this training will satisfy the yearly requirement for an employee's safety training.

A database will be created by Information Technology Division that will include but not be limited to:

1. Emergency contact information for the Secretary, Deputy Secretary, Undersecretary, Assistant Secretaries, Public Information Officer, Emergency Coordinator, Deputy Emergency Coordinator, all OHSEP staff volunteers.
2. GOHS&EP Headquarters Contacts/ GOHS&EP Standard Operating Procedures.
3. GOHS&EP- EOC Standard Operating Procedures for DNR
4. Emergency Function and Responsibility Chart
5. GOHS&EP Hurricane and Major Events Checklist
6. DNR Report Forms
7. Pipeline Company Contacts
8. Municipal Gas Systems Contacts
9. Oil and Gas Operators Contacts
10. User's Guide for GOHS&EP Headquarters Computer
11. USDOT and USDOE Emergency/Contact(s)
12. USDOT, Minerals Management Service, New Orleans, Louisiana Contacts
13. LIOGA and Mid-Continent Oil and Gas Association
14. Contacts at LOOP and all major pipelines operating in the state, as well as the Henry Hub and other major pipeline distribution and gathering points.
15. Port Fourchon Contact(s)
16. Pipeline Maps
17. Salt Dome Storage maps

After the initial creation, the database will be maintained by the Office of Conservation and updated before June 1st of each year. The Information Technology Division will enter the updates into the database by June 1st of each year.

#### **D. Crisis Management/Business Continuity**

The Department's Crisis Management/Business Continuity plan defines the business functions that are required to fulfill the Departments' mission in the event of a disaster. The plan is designed to recover from a worst case interruption assuming that all equipment, electronic files, procedures, documentation, and the Data Center facility are not usable.

The plan provides for a modular hot site with utility contingency for offsite replication of core services.

Prior to June 1st, the Department will conduct a tabletop exercise and update the disaster plan as required; under the supervision of a contract consultant specializing in Disaster Recovery/Business Continuity.

The Secretary, Deputy Secretary, Undersecretary, Commissioner of Conservation; Assistant Secretary of the Office of Mineral Resources, Assistant Secretary of Coastal Management; Assistant Emergency Coordinator for Oil & Gas Infrastructure; Assistant Emergency Coordinator of Support Services; Assistant Emergency Coordinator of Disaster Recovery & Business Continuity and the Director of Information Technology will maintain a copy of the Departments' Disaster Recovery Plan and Emergency Preparedness Policy at their residence.

#### **IV: RESPONSIBILITY:**

Requests for the issuance of public information will be coordinated through the Public Information Division of the Office of the Secretary; appropriate staff of the Public Information Division will be on call during activation levels I, II and III.

It is the responsibility of each Assistant Secretary or his/her designee to assure that his Office has an implementation plan in compliance with this policy.


#### **V: EXCLUSIONS:**

There will be no variations to this policy, except with the permission of the Secretary, Deputy Secretary, or the Undersecretary.

#### **VI: QUESTIONS:**

Questions regarding this policy may be directed to the Undersecretary, or other persons delegated by the Secretary.

  
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Stephen Chustz, Secretary

  
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Date